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5-12-1994

University Senate Minutes #9 5-12-94

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UNIVERSITY SENATE MINUTES #9

MINUTES

May 12, 1994

Call to Order

Chair C. Veri called the University Senate meeting to order at 4:00 p.m. on May 12, 1994.

Roll Taking

Secretary/Treasurer Shelpman commenced Roll-Taking.

ABSENT MEMBERS:

K. Bussa, L. Chrisman, M. Day, P. Moore, M. Matthews, T. Merry, B. Penn, D. Thomas, M. Walker, J. Wessel, B. Winters, Z. Yang

Approval of Minutes

Ms. Shelpman stated that the minutes of the April 14 meeting were available to all Senate members. Ms. Shelpman made a motion to amend the April 14 minutes to remove Roger Diamond's name from the absent list. Kaddour Boukaabar moved to also change the wording under the Professional Development report to "internet" in place of "all-in-one." Joanne Charles seconded the motion to amend the April 14 minutes with these two changes. Motion carried.

Announcements and Remarks from the Senate Chair - Clive Veri

Chair Veri reported that he attended an IUC/OBR meeting in Columbus on April 11 and 12 with regard to the upcoming Capital Bill. The bill should be finalized May 17 with SSU's share being \$7.907 million; broken down as \$5.75 million for Massie Hall Renovation, \$1.5 million for Land Acquisition and \$658,000 for Basic Renovations. Mr. Veri also reported that he has requested through Speaker Riffe another \$8.51 million; broken down as \$2.350 million for Land Acquisition, \$5.25 for Campus Improvements. \$650,000 Arts Center and \$560,000 for Academic Building Planning. Total monies requested is \$16.717 million.

Mr. Veri also announced that SSU women's softball team is playing in regional tournaments in Michigan against Madonna College (4400 student population). The winner of the best 2 of 3 games will advance to the national tournament in Columbia, Missouri. SSU won the first game 2-0 but lost the second game 2-0, and will play the final game on Friday.

Mr. Veri stated that Speaker Riffe has held birthday parties in the past to raise funds for the Democratic Party. The cost has been \$500, but this year the cost will be \$200 and all proceeds will go to charity. Mr. Veri extended an invitation to those who would like to attend the event and honor the Speaker as this will be his last birthday party as Speaker.

Announcements from the Senate Floor

None

Executive Board Reports

Vice Chair Report - Anita Gilmer

Ms. Gilmer announced that the US Executive Board would like all committee chairs to update the status of their standing committees. Ms. Gilmer also announced that the UFA Committee on Committees would be holding elections at the end of the month for US faculty committee seats for terms beginning in October 1994.

Secretary-Treasurer Report - Suzanne Shelpman

Ms. Shelpman welcomed Vice Chair Anita Gilmer and newly elected Senate President Polly Workman.

Ms. Shelpman reported that the beginning balance of the US budget to date was \$2,472.56, with disbursements of \$180.56, ending balance of \$2,292.00 and a carry-over balance of \$3,662.20.

Committee Reports

Academic Affairs Committee - Steve Doster, Chair

Nothing to report at this time.

Affirmative Action Committee - Chris O'Connor, Chair

Mr. O'Connor stated that his committee would meet on May 13 and asked to be notified if anyone had a concern that his committee needed to address.

Athletic and Intramural Committee - John Valentine, Chair

Mr. Valentine reported that his committee will be voting on a coaches' hiring and remuneration policy at its next meeting and a report will be given at the next US meeting.

Facilities Committee - Patrick Leedom (for Mike Day, Chair)

Mr. Leedom reported that the Facilities Committee of the US has 12 members with one-year terms; UAS with 6 members and CWA with 3 members. An interim chair needs to be elected to replace Mike Day and newly-elected committee members will begin their terms in October 1994.

Fiscal Affairs - Joanne Charles, Chair

Ms. Charles stated that she had nothing to report at this time but would present budget information under new business.

Professional Development - Kaddour Boukaabar, Chair

Mr. Boukaabar stated that his committee had nothing to report but he would like to announce that the Math Department had a guest professor who would be giving a lecture today and Friday morning.

Student Affairs - Dick Howard, Chair

Mr. Howard reported that his committee has been working with Dr. Forrey on a student advising and referral plan and that the committee is currently working on an academic forgiveness policy.

Unfinished Business

None

New Business

Ms. Charles presented an overview of the proposed 1994-95 budget and requested that a special meeting of the US be called for May 19 at 4:00 p.m. to discuss the proposed budget and take action on it at that time. Ms. Shelpman moved and Mr. Gearheart seconded a motion to call a special meeting on May 19 for discussion of the 1994-95 budget. Discussion followed and Mr. Forrey asked if senators could vote by proxy and Ms. Shelpman stated that there was not provision in the US Constitution for proxy voting. Ms. Shelpman stated that 5 senators were needed to request a vote by secret ballot. Mr. Doster, Mr. Gearheart, Mr. Come, Mr. Diamond and Mr. Dickerson moved that the vote on May 19 on the proposed budget be done by secret ballot vote. Ms. Shelpman seconded the motion.

Motion carried to call a special meeting on May 19 and 4:00 p.m.

Motion carried to conduct a secret ballot at the May 19 meeting.

Mr. O'Connor stated that the Affirmative Action Policy number under new business should be 5.04 instead of 4.05. Mr. O'Connor moved and Ms. Gilmer seconded the motion to approve a language change to Affirmative Action Policy 5.04 that would reflect more accurately the US Affirmative Action Committee charge. Discussion followed with Ms. McGraw making a friendly amendment to add /ATSS after administrator.

The motion carried.

Mr. Lorentz gave an overview of the proposed amendments to the US Constitution. Ms. Shelpman moved and Ms. Watson seconded a motion to approve the recommended changes to the US Constitution. Discussion followed. Mr. Moore questioned 2.1 and stated that when the US was established that its makeup would be faculty majority. Mr. Harris commented that Student Senate did not recommend the change to downgrade faculty. They recommended it to bring the Student Senate President into a voting arena like that of the UAS Chair and UFA President. Mr. Lorentz stated that the Governance Committee was looking to upgrade student representation instead of upgrading the power. Mr. Diamond questioned if adding a faculty and bringing the

Student Senate President in as a voting member would help solve the situation. Mr. Valentine favored maintaining faculty's 51% voting majority and asked for a compromise. Mr. Gearheart asked about electing a member-at-large; Mr. Veri replied that it could not be done, but may be a future debate item. Mr. Lawson stated that the UFA Chair is the now the member-at-large.

Ms. Shelpman stated that if we were discussing who should have a 51% majority in the Senate, it should be the students. She further commented that it was absurd to believe that administration, hourly, and students would conduct a solidarity vote or that all 51% of the faculty attend Senate meetings and would vote in a solid block. A discussion within the Student Senate resulted from concerns raised by faculty of losing the 51% majority. Ms. Shelpman confirmed that the Student Senate was reviewing the committee structure and at this time felt that students would possibly exchange the Facilities Committee seat for the Student Senate President vote. Ms. Shelpman reported that this would necessitate petitioning and a seven day notice per the constitution to amend.

Mr. Veri stated that it was possible to withdraw 2.1 and 2.2 from vote. Mr. Lorentz stated that he believed that would be the best solution for now with review of the issue at a later date. Mr. Lorentz also stated that the remainder of the changes could be voted on today. Mr. Harris commented that 3.1 should be withdrawn as well. Mr. Gearheart moved to amend the original motion and withdraw sections 2.1, 2.2 and 3.1 and return the issue to committee for further discussion and possibly bring the issue back for vote at the June meeting of the US. Mr. Moore seconded the motion to amend. The motion carried.

The Senate commenced a secret ballot vote on the constitutional amendments as amended. Outcome of the vote will be announced at the June 9 meeting of the US.

Adjournment

The meeting was adjourned by acclamation at 5:15 p.m.

Respectfully submitted,

Patricia J. Moore

**UNIVERSITY SENATE
SPECIAL MEETING #10**

MINUTES

May 19, 1994

Call to Order

Chair C. Veri called the special meeting of the University Senate to order at 4:02 on May 19, 1994.

Roll Taking

Secretary/Treasurer Shelpmann commenced Roll-Taking.

ABSENT MEMBERS:

K. Bussa, M. Domo, E. Evans, C. Hilgarth, P. Leedom, T. Merry, J. Miller, J. Nesler, J. Valentine, J. Wessel, B. Winters

Announcements and Remarks from the Senate Chair - Clive Veri

Chair Veri stated that the single purpose for today's special meeting was to vote on the proposed FY 95 budget.

Ms. Charles moved and Ms. Shelpmann seconded a motion to approve the proposed FY 95 budget. Discussion followed. Mr. Yang questioned the proposed monies in the International account. Ms. Charles replied that Mr. Come would be convening a meeting on May 20 to discuss priorities for international initiatives. Mr. Diamond questioned dollar allocation for new faculty positions and also questioned where monies were kept for unfilled faculty positions. Mr. Creamer answered that the monies would stay in the Academic Affairs budget but not necessarily in individual departments. Mr. Creamer continued that this issue is currently under discussion but no conclusion has been reached to date. The question was moved by Mr. Gearheart.

The motion to approve the FY 95 budget was voted on by secret ballot.

The motion carried unanimously.

Adjournment

The meeting was adjourned by acclamation at 4:20 p.m.

Respectfully submitted,

Patricia J. Moore

TO: Senators
University Senate

FROM: Joanne Charles, Chairperson
Fiscal Affairs Committee

DATE: May 12, 1994

RE: PROPOSED FY 95 BUDGET

Attached you will find a summary of the "Proposed FY 95 Budget" and spending plan as unanimously recommended by the Fiscal Affairs Committee to the Executive Board of the University Senate.

The Fiscal Affairs Committee initially developed a budget based on the projected 5% decrease in enrollment from Fall of 1993. Thinking "optimistically", we also designated the way in which additional revenues would be used should enrollments equal those of Fall 1993.

The attached budget summary reflects "flat enrollment" and the "CONTINGENCY" line ("619") currently houses the \$400,000 of estimated additional revenues which would be generated if enrollments moved from the projected 5% decrease up to "flat" with Fall 1993.

The committee developed the following plan for the use of the possible \$400,000:

PRIORITY ONE

(First \$100,000): \$50,000 would remain in the
"Contingency" account to cover
emergencies
\$50,000 to the reserve fund

PRIORITY TWO

(Second \$100,000): \$10,000 Strategic Planning
\$10,000 Facilities
\$30,000 Academic Affairs
\$50,000 to the reserve fund

PRIORITY THREE

(Third \$100,000): \$10,000 Admissions/Recruitment
\$ 2,700 Registrar
\$37,300 Facilities
\$50,000 to the reserve fund

PRIORITY FOUR

(Fourth \$100,000): \$50,000 would remain in the

"Contingency" account.
\$50,000 to the reserve fund

Instead of building a budget based on a projected 5% enrollment shortfall with an attached spending plan should flat enrollments occur, the attached budget reflects flat enrollments with some built in "cuts" should decreases from last Fall occur. In the event of enrollment declines, the "Contingency" account would be decreased in the inverse order of the priorities listed above.

Thinking "optimistically", if enrollments exceed the projected 5% decrease, the contingency spending plan developed by the Fiscal Affairs Committee would be implemented in the priority order designated above.

If you have any questions about the Proposed FY 95 Budget, I would encourage you to contact me or any of the other members of the Fiscal Affairs Committee (Scott Come, Dave Creamer, Marlene Domo, Gary Gemmer, Joe Harris, Steve Midkiff, Dan Moore, Ed Scott, Phyllis Sparks, and Don Thomas).

BUDCOMP.XLS

	University Senate				
	Budget Comparison				
	For Fiscal Years 1994 and 1995				
		FY 1994	FY 1995		
Acct #	Department	Budget	Budget	Change	Notes
101	Arts/Humanities	\$1,209,118	\$1,263,875	\$54,757	Faculty salary and health benefit growth
102	Math	\$566,753	\$604,402	\$37,649	Faculty salary and health benefit growth
104	Sciences	\$709,681	\$737,781	\$28,100	\$2,500 student employees for greenhouse; faculty salary and health benefit growth
105	CORE	\$132,661	\$133,314	\$653	Faculty salary and health benefit growth; realignment of CORE faculty
106	Social Science	\$731,775	\$754,062	\$22,287	Faculty salary and health benefit growth
111	Accounting	\$155,870	\$161,736	\$5,866	Faculty salary and health benefit growth
112	Business Management	\$365,697	\$385,893	\$20,196	Faculty salary and health benefit growth
113	CISB	\$210,748	\$215,922	\$5,174	Faculty salary and health benefit growth
114	OADM	\$163,900	\$170,239	\$6,339	Faculty salary and health benefit growth
115	Legal Assisting	\$61,532	\$63,071	\$1,539	Faculty salary and health benefit growth
121	Engineering Technologies	\$723,364	\$756,767	\$33,403	Faculty salary and health benefit growth
130	Education	\$525,874	\$541,162	\$15,288	Faculty salary and health benefit growth
151	Radiology	\$135,875	\$120,160	(\$15,715)	Summer faculty salaries now funded from Provost's account; faculty salary and health benefit growth
152	Respiratory	\$183,565	\$170,006	(\$13,559)	Summer faculty salaries now funded from Provost's account; faculty salary and health benefit growth
153	Medical Laboratory	\$148,206	\$139,876	(\$8,330)	Summer faculty salaries now funded from Provost's account; faculty salary and health benefit growth
155	Nursing	\$465,917	\$494,275	\$28,358	Faculty salary and health benefit growth
156	Dental	\$242,673	\$206,881	(\$35,792)	Summer faculty salaries now funded from Provost's account; faculty salary and health benefit growth
158	Occupational Therapy	\$115,396	\$111,948	(\$3,448)	Summer faculty salaries now funded from Provost's account; faculty salary and health benefit growth
159	Physical Therapy	\$139,092	\$131,654	(\$7,438)	Summer faculty salaries now funded from Provost's account; faculty salary increases; health benefit and membership growth
190	EMTP	\$85,685	\$89,364	\$3,679	Health benefit growth
192	SOCF	\$52,920	\$0	(\$52,920)	Elimination of the SOCF program
194	Piketon Campus	\$13,982	\$13,982	\$0	No change
303	Learning Center	\$274,487	\$264,820	(\$9,667)	Summer faculty salary now funded from Provost's account; \$2,500 for student tutor growth; faculty salary increase and health benefit growth
305	Dean, Teacher Education	\$96,103	\$97,788	\$1,685	Health benefit growth
308	Dean, College of Business	\$115,188	\$117,861	\$2,673	Health benefit growth
309	Dean, Engineering Tech	\$164,551	\$170,330	\$5,779	Health benefit growth
310	Dean, Health Sciences	\$127,659	\$130,982	\$3,323	Health benefit growth
312	UFA	\$3,500	\$3,500	\$0	No change
316	Dean, Arts & Sciences	\$143,148	\$146,519	\$3,371	Health benefit growth

Acct #	Department	FY 1994 Budget	FY 1995 Budget	Change	Notes
331	Library-Director	\$131,724	\$135,805	\$4,081	Growth in cost of health benefits
332	Media Services	\$161,160	\$138,389	(\$22,771)	Personnel shifted to facilities; growth in cost of health benefits
333	Library-Systems	\$76,632	\$30,168	(\$46,464)	Personnel shifted to academic computing; inflationary increase in maintenance contracts
334	Library-Circulation	\$116,957	\$127,344	\$10,387	Growth in cost of health benefits
335	Library-Reference Desk	\$59,764	\$63,547	\$3,783	Student employment for staffing reference desk; growth in the cost of health benefits
336	Library-CMC	\$60,546	\$62,398	\$1,852	Growth in cost of health benefits
337	Library-Technical Services	\$316,263	\$348,975	\$32,712	Inflationary increase in periodical budget; \$10,000 for periodicals related to new programs and growth in cost of health benefits
360	Academic Computing	\$76,428	\$113,628	\$37,200	Personnel shift from account 333 and growth in cost of health benefits
361	ET PC Repair Depot	\$10,306	\$10,306	\$0	No change
401	Physical Plant-Admin	\$257,346	\$260,208	\$2,862	Growth in cost of health benefits
402	Custodial Operations	\$516,245	\$550,030	\$33,785	Additional custodian funded from account 603; growth in cost of health benefits
403	Maintenance Operations	\$470,286	\$540,611	\$70,325	Position transferred from account 332; position funded from account 603; growth in cost of health care benefits
404	Utilities	\$695,980	\$757,880	\$61,900	Funds provided for growth in space and rate hike
405	Motor Vehicles	\$12,470	\$12,470	\$0	No change
408	Facilities Planning	\$135,032	\$138,586	\$3,554	Growth in cost of health benefits
501	V.P. Student Affairs	\$137,460	\$140,917	\$3,457	Growth in cost of health benefits
502	Student Financial Aid	\$269,562	\$277,718	\$8,156	Growth in cost of health benefits
503	GED Test Center	\$3,833	\$3,837	\$4	No significant change
504	Admissions	\$430,157	\$471,869	\$41,712	Inflationary increase in postage; \$30,000 for marketing of new programs and other initiatives; growth in cost of health benefits
505	Registrar	\$271,712	\$280,138	\$8,426	Inflationary increase in postage; \$5,600 for incidental cost of printing schedules; growth in cost of health benefits
507	Career Planning & Couns	\$162,538	\$166,555	\$4,017	Growth in cost of health benefits
510	Transfer Placement	\$93,763	\$97,354	\$3,591	Growth in cost of health benefits
511	DENS	\$63,031	\$63,822	\$791	No change
601	Board of Trustees	\$23,500	\$23,620	\$120	Inflationary amount for postage rate hike
602	Office of the President	\$327,735	\$334,668	\$6,933	Growth in cost of health benefits
603	Controller's Office	\$442,631	\$411,707	(\$30,924)	Transferred funds to accounts 402 and 403 for new positions; inflationary increase for postage rate hike; growth in cost of health benefits
604	V.P. Business Affairs	\$147,235	\$148,647	\$1,412	Growth in cost of health benefits
606	Public Relations	\$31,045	\$25,525	(\$5,520)	Portion of position funded by the Foundation
607	Security	\$72,844	\$76,744	\$3,900	Growth in contract
608	General Expense	\$570,660	\$573,572	\$2,912	Typewriter repairs not funded in previous year by error
609	UIS	\$537,099	\$571,796	\$34,697	Growth in cost of health benefit; growth in cost of Internet; growth in cost of maintenance on campus-wide equipment

Acct #	Department	FY 1994 Budget	FY 1995 Budget	Change	Notes
611	UAS	\$1,375	\$1,379	\$4	No significant change
612	Continuing Education	\$134,929	\$140,270	\$5,341	Growth in cost of health benefits
613	North Central	\$4,400	\$12,200	\$7,800	Cost of Focus visit funded
614	Communications	\$53,950	\$66,108	\$12,158	Growth in maintenance contracts
619	Contingency	\$218,473	\$578,176	\$359,703	\$53,176 Freshmen Center; \$300,000 Reserve fund; \$30,000 academic programs; \$10,000 Strategic planning; \$10,000 Admissions; \$47,300 Facilities; and \$2,700 Registrar
620	University Senate	\$5,000	\$5,000	\$0	No change
621	Development Office	\$97,021	\$104,996	\$7,975	Inflationary increase for postal hike; growth in cost of health benefits
622	Provost	\$1,244,370	\$1,204,586	(\$39,784)	Part-time faculty cost shifted to fund faculty salary increases; \$20,000 allocated for new degree programs; and growth in cost of health benefits
624	Personnel	\$211,833	\$221,450	\$9,617	Growth in cost of health benefits
625	Purchasing	\$119,654	\$122,412	\$2,758	Growth in cost of health benefits
626	Mail Service & Switchboard	\$50,344	\$54,633	\$4,289	Growth in cost of health benefits
630	International Account	\$27,000	\$27,000	\$0	No change
720	Restricted Funds Match	\$60,000	\$5,000	(\$55,000)	Reduced during prior budget cut
770	General Fee	\$1,155,000	\$1,125,000	(\$30,000)	Reflects enrollment decline
9XX	Scholarships and Tuition	\$674,620	\$706,005	\$31,385	Reflects 5% growth in tuition and fees
	Reimbursement				
	Total	\$18,804,833	\$19,531,219	\$726,386	

SHAWNEE STATE UNIVERSITY			
Proposed General Fund Budget			
Fiscal Year 1995			
Revenues			
	FY '95	FY '94	Change
Instructional Subsidy	\$7,774,000	\$6,833,000	\$941,000
Special Appropriation	\$3,780,910	\$3,780,910	\$0
	\$11,554,910	\$10,613,910	\$941,000
Instructional Fees	\$6,400,000	\$6,600,000	(\$200,000)
General Fees	\$1,125,000	\$1,155,000	(\$30,000)
Other Fees	\$325,090	\$319,200	\$5,890
	\$7,850,090	\$8,074,200	(\$224,110)
Other Income	\$126,219	\$116,723	\$9,496
Total	\$19,531,219	\$18,804,833	\$726,386

SHAWNEE STATE UNIVERSITY			
Proposed General Fund Budget			
Fiscal Year 1995			
Expenses			
	FY '95	FY '94	Change
Salaries			
Faculty	\$5,555,775 *	\$5,938,268	(\$382,493)
Administrative	\$2,724,970 *	\$2,516,328	\$208,642
Hourly	\$1,698,971	\$1,615,390	\$83,581
Other	\$843,115	\$853,225	(\$10,110)
Total Salaries	\$10,822,831	\$10,923,211	(\$100,380)
Benefits	\$3,501,592	\$3,206,499	\$295,093
Supplies	\$229,383	\$221,353	\$8,030
Travel	\$210,837	\$208,437	\$2,400
Communication	\$642,377	\$756,209	(\$113,832)
Maintenance			
Utilities	\$757,880	\$696,600	\$61,280
Other	\$502,876	\$462,573	\$40,303
Total Maintenance	\$1,260,756	\$1,159,173	\$101,583
Miscellaneous			
Contingency	\$578,176	\$200,370	\$377,806
Chargebacks	(\$6,000)	(\$146,000)	\$140,000
Scholarships	\$571,105	\$539,720	\$31,385
Other	\$387,689	\$329,889	\$57,800
Total Miscellaneous	\$1,530,970	\$923,979	\$606,991
Transfers	\$1,130,000	\$1,215,000	(\$85,000)
Equipment			
Books & Periodicals	\$198,473	\$171,397	\$27,076
Other	\$4,000	\$19,575	(\$15,575)
Total Equipment	\$202,473	\$190,972	\$11,501
Total	\$19,531,219	\$18,804,833	\$726,386
* In prior years, the department chair salaries were included in total on the "Faculty" line. They are now divided equally between the "Faculty" line and the "Administrative" line. The total of these salaries (\$546,782) has been divided equally between both of these lines.			